



## **2016 JSC Annual Spring Fling – Craft Fair Registration Form**

Please return form via email to [Cyndi Kibby](#) or [Lisa Villarreal](#) or fax to 281-244-0575.

Payments for **Craft Fair** can be made [online here](#), in person at the Gilruth Center front desk via cash, check or credit card, or you may fill out the attached credit card authorization form and return to me via email or fax. Please do not include your credit card number on any documents sent electronically. We will call you for that information after the form is received. Note: a processing fee will be applicable for online payments,

NAME: \_\_\_\_\_

Check one: JSC Team Member \_\_\_\_\_ Family Member \_\_\_\_\_ Friend \_\_\_\_\_ Other \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

☐ **Craft Fair Booth Space Rental** (located indoors – approximately 9’x9’ space)

Number of Spaces \_\_\_\_\_ @ \$40.00/each = \$ \_\_\_\_\_  
(2 chairs per booth included)

Number of Tables \_\_\_\_\_ @ \$12.00/each = \$ \_\_\_\_\_

Electricity Needed? \_\_\_\_\_ @ \$12.00/each = \$ \_\_\_\_\_

**Total Fee:** \$ \_\_\_\_\_

Items being sold: \_\_\_\_\_

SPECIAL REQUESTS: (Be Specific – request will be honored by availability and on a “First come, First Served” basis) No Guarantees.

By signing, I am stating that I have read and understand the enclosed JSC Craft Fair rules and regulations and agree to abide by them.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

For more information contact:

Cyndi Kibby  
Event Specialist, NASA-JSC Exchange/Starport  
Email: [cynthia.j.kibby@nasa.gov](mailto:cynthia.j.kibby@nasa.gov)

Lisa Villarreal  
Administrative Assistant, NASA-JSC Exchange  
Email: [lisa.m.villarreal@nasa.gov](mailto:lisa.m.villarreal@nasa.gov)

Application Received By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Approved: \_\_\_\_\_

Date Paid: \_\_\_\_\_ Amount Received : \_\_\_\_\_ CASH \_\_\_\_\_ CHECK \_\_\_\_\_ MC \_\_\_\_\_ VISA \_\_\_\_\_ DISC \_\_\_\_\_

Notes: \_\_\_\_\_



## **2016 JSC Annual Spring Fling – Craft Fair Rules a& Regulations**

1. The **Spring Fling Craft Fair** will take place indoors at the Gilruth Center Gymnasium and/or Alamo Ballroom from **9:00 AM – 2:00 PM**. The Craft Fair is intended as an opportunity for vendors to sell homemade/handmade craft items, baked goods, new products, etc. A Flea Market will take place outside in the parking lot behind the Gilruth Center. The Flea Market is intended as an opportunity for participants to sell unwanted items, much like a garage sale
2. **Craft Fair Spaces , Tables & Electricity:**
  - All spaces are assigned and reassigned by NASA Exchange/Starport personnel.
  - Specific booth space requests are not guaranteed.
  - Booths are approximately 9’x9’’ area but some booths may vary in size.
  - Two chairs will be provided within each space
  - All contents including tables and displays must fit within the assigned booth space.
3. **Tables:**
  - **6’ tables are available for rent for an additional \$12 each.** Reservations must be made in advance.
  - Table coverings and displays must be provided by vendor/participant.
4. **Electricity:**
  - **Electricity is available for an addition charge of \$12.** Availability is limited
  - Extension cords will NOT be provided.
5. You may arrive **at 6:30 AM** for set up. Displays and set up must be completed before **8:30AM** and must be completely removed by **3:00PM** on the day of the event. You may not pack up and leave prior to closing time.
6. You are responsible to clean up your area after the event by removing all trash and unsold items. A dumpster will be available.
7. Table and booth space is non-transferable. Request to have sales space next to another vendor/participant is not guaranteed unless both contracts are submitted together.
8. Refunds will not be given due to inclement weather or vendor inability to participate. All rules and regulations will still apply.
9. Prohibited Items: **NO** live animals or pets, illegal and/or dangerous weapons (including knives, guns, etc.), vehicles, fundraisers, alcoholic/nonalcoholic beverages, open flames, flammable materials or material offensive to the public morality will be sold.
10. NASA Exchange/Starport Management holds the right to make any and all determinations as the appropriateness of any item displayed. If an item is deemed inappropriate, you will be asked to remove it from public display.
11. It is the responsibility of the vendor/participant to provide their change.
12. Collection and payment of all applicable sales tax is the sole responsibility of the vendor/participant.
13. Participation and booth rentals for this event is open to the public.
14. The deadline to register and to request refund is **March 9, 2016**. No refunds after this date
15. Any violation of the rules and regulations of the **JSC Craft Fair** by the vendor/participant can/and will result in removal from the premises without a refund and/or suspension from participation in future NASA Exchange/Starport Events.
16. This contract is between the Vendor/Participant and the NASA Exchange/Starport. The U.S, its agents, instrumentalities (including the NASA Exchange - JSC) and representatives, officers and employees thereof, from any and all claims, demands, actions, debts, liabilities, and judgments, claimed on account of, or in any manner predicated upon the loss of or damage to property, or injury to, or death of any person(s), in any manner caused or contributed to by any negligent act or omission or willful and intentional act of the Vendor/Participants identified above. This agreement is for the **JSC Spring Fling Craft Fair** to be held **March 19, 2016**.



## One Time Credit Card Payment Authorization Form

Sign and complete this form to authorize the NASA Exchange – JSC, aka. **Starport** to make a onetime debit to your credit card listed below.

By signing this form you give us permission to debit your account for the amount indicated on or after the indicated date. This is permission for a single transaction only, and does not provide authorization for any additional unrelated debits or credits to your account.

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### Please complete the information below:

I \_\_\_\_\_ authorize Starport to charge my credit card account indicated below for  
(Full name)  
\_\_\_\_\_ on or after \_\_\_\_\_. This payment is for \_\_\_\_\_.  
(Amount) (Date)

Billing Address \_\_\_\_\_

Phone# \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email \_\_\_\_\_

Account Type: ☐ Visa ☐ MasterCard ☐ Discover

Cardholder Name \_\_\_\_\_

Account Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

CVV2 (3 digit number on back of Visa/MC. \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above, for the amount indicated above only, and is valid for one time use only. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.